



M. J. "MIKE" FOSTER, JR.
GOVERNOR

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Public Safety Services



V. J. BELLA
STATE FIRE MARSHAL

MEMORANDUM

TO: Plan Review Architects/Engineers

FROM: Jerry W. Jones
Deputy Assistant Secretary/Chief Architect

RE: BREAK TIME

DATE: November 10, 1998

This memo applies to those employees wishing to take two formal 15 minute breaks during the day. The morning break time is 9:30 - 9:45 and the afternoon break time is 2:30 - 2:45. Employees taking this formal break will be required to take a ½ hour lunch time from 11:30 - 12:00.

Employees not taking a formal 15 minute break shall have a one hour lunch break from 11:30 - 12:30.

Supervisors shall monitor those employees taking formal breaks and those employees not taking formal breaks for compliance with these guidelines.

JWJ/DZ/adg

6014

"Is Yours Working" ??

Smoke Detectors Save Lives !!

OFFICE OF STATE FIRE MARSHAL • 5150 FLORIDA BOULEVARD, BATON ROUGE, LA 70806
(504) 925-4911 1-800-256-5452